

Proposed Community Association Manager Licensing Rules - For Review and Comment Only (B Rules: Continuing Education)

B-1) When continuing education is required.

The continuing education requirements for licensed community association managers will begin after issuance of the initial license. Individuals will complete at least eight hours of continuing education courses prior to applying to renew an active license, to activate an inactive license or to reinstate an expired license to active status. Completion of the pre-licensing credentials as prescribed in Rule A-12 in the same year, in which the license was approved, will satisfy the continuing education requirements in that calendar year.

B-2) Methods of completing continuing education.

Licensed community association managers must satisfy the continuing education requirement before they apply to renew an active license, activate an inactive license, or reinstate an expired license to active status. Licensed community association managers may satisfy the entire continuing education requirement through one of the following options:

- 1) Complete eight hours of continuing education courses in approved subjects as prescribed in Rule B-3 or
- 2) Successfully pass the Colorado state portion of the community association manager's test.

B-3) Approved continuing education subjects.

All continuing education credits will be acquired from educational courses approved by the Director that contribute directly to the professional competence of a licensee. Such credits may be acquired through successful completion of instruction in one or more of the following subjects:

- 1) Legal documents of an association;
- 2) Colorado Common Interest Ownership Act;
- 3) Colorado and federal fair housing Law;
- 4) Colorado Non-Profit and Corporation Acts;
- 5) Roles and responsibilities of managers, owners, committees and the executive board of the association;
- 6) Management ethics for professional community association managers;
- 7) Developing and enforcing community association rules;
- 8) Manager's role in organizing, assisting, and conducting board meetings;
- 9) Preparing budgets and funding reserves;
- 10) Assessment collections policies and procedures;
- 11) Remedies available for collecting delinquent payments from owners;
- 12) Overview of financial statements, reporting methods, and operations;
- 13) Effective risk management and insurance programs;
- 14) Implementing and evaluating maintenance programs;
- 15) How to prepare a bid request and key contract provisions;

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16) Basic areas of employment addressed by federal, state, and local law; and

17) Any other subject matter as approved by the Director.

B-4) Distance learning permitted, defined.

All continuing education courses may be offered and completed by distance learning (i.e. courses outside the traditional classroom setting in which the instructor and learner are separated by distance and/or time).

B-5) Courses excluded from continuing education credit.

The following types of courses will not qualify for continuing education credit:

- 1) Sales or marketing meetings conducted in the general course of a manager's practice.
- 2) Orientation, personal growth, self-improvement, self-promotion or marketing sessions.
- 3) Motivational meetings or seminars.
- 4) Examination preparation or exam technique courses.

B-6) Courses automatically accepted for continuing education credit.

The following courses, subject to all other provisions of Rule-B may be accepted for elective continuing education credit without Director pre-approval.

- 1) Courses offered by accredited colleges, universities, community or junior colleges, public or parochial schools or government agencies.
- 2) Courses developed and offered by quasi-governmental agencies.
- 3) Courses approved by and taken in satisfaction of another occupational licensing authority's education requirements.
- 4) Courses in federal and/or Colorado fair housing law by a provider approved by the Colorado Board of Continuing Legal and Judicial Education.

B-7) The following continuing education courses must receive Director approval prior to offering:

- 1) Courses offered by proprietary real estate schools approved by the Colorado Division of Private Occupational Schools.
- 2) Currently approved courses that are affected by any substantive changes.
- 3) Courses offered by any provider proposing to offer course(s) on subjects not listed in Rule B-3.
- 4) Courses offered by proprietary real estate schools approved as out of state providers by the Colorado Department of Private Occupational Schools, and are not approved pursuant to Rule B-6.
- 5) Courses offered by designated manager to their employed managers.
- 6) Courses offered by providers exempt under the provisions of § 12-59-104, C.R.S.
- 7) Courses offered by local, state or national community manager associations.

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B-8) Administrative rules for continuing education courses.

The following course format and administrative requirements apply to all Colorado continuing association manager education for licensed community association managers.

- 1) Courses must be at least 1 hour in length, containing at least 50 instructional minutes.
- 2) A maximum of 8 hours of credit may be earned per day.
- 3) No course may be repeated for credit in the same calendar year.
- 4) Instructors may receive credit for classroom teaching hours once per year per course taught.
- 5) Hours in excess of 8 may not be carried forward to satisfy a subsequent renewal requirement.
- 6) No school/provider may waive, excuse completion of, or award partial credit for the full number of course hours.
- 7) No challenge exam or other equivalency may substitute for the full course outline.
- 8) No credit may be earned for remedial education stipulated to between a licensed community association manager and the Director as part of a disciplinary action, or alternative to disciplinary action.
- 9) No course offering by a provider will be accepted unless the provider has either been granted a certificate of approval by the Colorado Department of Higher Education, Division of Private Occupational Schools, or is exempt from such requirement pursuant to § 12-59-104, C.R.S.
- 10) Courses approved for continuing education must maintain and improve a community association manager's skill, knowledge, and competency in community association management practice.

B-9) Term of course approval.

Course approval certification will be for a period of three years, except that an annual or one-time seminar or conference offering may be approved for a specific date or dates.

B-10) Proof of course completion.

Each Colorado licensed community association manager is responsible for securing from the provider evidence of course completion in the form of an affidavit, certificate or official transcript of the course. Said documentation must be in sufficient detail to show the name of the licensee, course subject, content, duration, date(s) and contain the authentication of the provider. Licensees must retain proof of continuing education completion for 4 years, and provide said proof to the Director upon request.

B-11) Provider must retain records.

Each approved provider must retain copies of course outlines or syllabi and complete records of attendance for a period of four years, and provide the records to the Director upon request.

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B-12) Course approval application process.

Continuing education providers required to have Director course approval must, in accordance with all of the provisions of the B Rules, submit an application form prescribed by the Director, along with the following information at least 30 days prior to the proposed class dates:

- 1) Detailed course outline or syllabus, including the intended learning outcomes, the course objectives and the approximate time allocated for each topic.
- 2) A copy of the course exam(s) and instructor answer sheet if applicable. In the absence of an exam, the criteria used in evaluating a person's successful completion of the course objectives.
- 3) Copy of instructor teaching credential; if none, a résumé showing education and experience which evidence mastery of the material to be presented.
- 4) A copy of advertising or promotional material used to announce the offering.
- 5) Upon Director request, a copy of any textbook(s), manual(s), audio(s), videotapes, or other instructional material.
- 6) Providers of continuing education offered through distance learning must submit evidence in a form prescribed by the Director that the method of delivery and course structure is consistent with acceptable education standards, and assuring that the desired learning objectives are met. The Director will approve methods of delivery certified by the Association of Real Estate License Law Officials (ARELLO), or by a substantially equivalent authority and method.

B-13) Providers subject to statute, rule and course audit.

By offering community association manager continuing education in Colorado, each provider agrees to comply with relevant statutes and Director rules and to permit Director audit of said courses at any time and at no cost.

B-14) Licensee attests to compliance by submitting application.

The act of submitting an application for renewal, activation or reinstatement of a community association manager license will mean that the licensee attests to compliance with the continuing education requirements found in the B Rules.